

AGREEMENT BETWEEN THE BELLEVILLE BOARD OF EDUCATION

AND

THE ASSOCIATION OF BELLEVILLE SCHOOL ADMINISTRATORS

EFFECTIVE JULY 1, 2005 THROUGH JUNE 30, 2008

PREAMBLE

THIS AGREEMENT made this sixth day of July 2005 between the Board of Education in the Township of Belleville, in the County of Essex, hereinafter called the "Board" and the Association of Belleville School Administrators, hereinafter called the "Association".

WHEREAS, the Board and the Association have carried on negotiations in order to implement the provisions of Chapter 123, Public Laws of 1974 as amended and to encourage and increase the effective and harmonious working relationships between the parties hereto, and

WHEREAS, as a result of said collective negotiations, the parties have reached certain agreements with respect to collective negotiations agreement,

NOW THEREFORE, in consideration of covenants hereinafter contained, it is mutually understood and agreed as follows:

ARTICLE ONE

RECOGNITION

The Board hereby recognizes the Association as the exclusive sole representative for collective negotiations concerning the terms and conditions of employment for all certified personnel which are employed by the Board and listed below.

Principal - High School
Principal - Middle School
Principals - Elementary
Vice Principals
Directors

Director of Curriculum specifically excluded.

ARTICLE TWO

DEFINITIONS

For the purposes of clarity, terms crucial to the interpretation of this contract are listed below:

1. The use of the word "Association" shall hereinafter in this agreement refer to The Association of Belleville School Administrators, Belleville, New Jersey, County of Essex.
2. Administrator(s)/Member(s)/Employee(s) - when used hereinafter in this agreement, this/these term(s) shall refer to all professional Administrators (male(s)/female(s) represented by the Association in the negotiating unit as above defined and in addition to any/all references to "males" shall include females.

ARTICLE THREE

BOARD RESPONSIBILITIES

The Board of Education reserves the right to the operation of the school system. The Board has the right to terminate employment in the manner provided by law and will hire from any source whatsoever provided that the individual be fully certificated as of the date of his/her actual employment in the district for that position. All the rights, power or authority the Board had prior to the signing of this agreement are retained by the Board, except those specifically abridged or modified "by this agreement, or any mutual consent of the parties. Nothing herein shall be construed as limiting the Board of Education from discharging any of its obligations or responsibilities as prescribed by Title ISA and Chapter 123 - Public Law 1974, nor a delegation of its statutory authority under the laws of the State of New Jersey. Likewise, nothing herein shall be construed to deny any administrator his/her statutory rights under the aforementioned laws.

ARTICLE FOUR

SEPARABILITY

If any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

ARTICLE FIVE

NON-DISCRIMINATION

The Board agrees that there shall be no discrimination on the basis of race, creed, color, religion, national origin, sex, domicile, marital status or age in all practices, procedures and policies of the school system and in the hiring, training, assignments, promotion, transfer, or discipline of administration or in any application or administration of this agreement.

ARTICLE SIX

MEETINGS

Representatives of the Association may transact official Association business at all reasonable times in school buildings, without interfering with or interrupting normal school operations. The superintendent shall be given reasonable notice in advance of the time and place of all said meetings. No meeting shall be held without prior approval of the Superintendent, which approval shall not be unreasonably withheld.

ARTICLE SEVEN

ADMINISTRATORS' RIGHTS

A. Rights and Protection in Representation

Pursuant to Chapter 123 of Employer/Employee Relations Act of 1974, as amended, the Board hereby agrees that these employees of the Board as defined in Article One (Recognition) have the right freely to organize, join and support the Association for the purpose of engaging in collective negotiations.

B. Required Appearances

Whenever any Administrator is required to appear before the Board, or any committee or member thereof for the purpose of discussing the possible withholding of an increment, suspension and/or termination of employment of that Administrator, the Administrator shall be given prior notice (which will be in written form) of the reasons for such meeting or interview and may (at the Administrator's discretion) have (a) representative(s) of the Association and/or attorney present to represent and advise during such meeting or interview.

C. Right to Review File and Respond

An Administrator shall have the right to review his/her personnel file upon reasonable request and to attach responses to any derogatory material. No material of a derogatory nature shall be placed in the personnel file unless a copy is simultaneously provided to the affected Administrator.

D. Right to be Present

When any hearing shall be scheduled by the full Board of Education at a private or public meeting, to hear an official complaint against an Administrator by a parent group or its representative, the said Administrator who is the subject of the complaint shall have a right to be present. The Superintendent shall notify the Administrator(s) of such meetings.

If it appears that the outcome of said hearing would result in some disciplinary action against the Administrator, then that Administrator shall have the right to have a representative advise him/her during such hearing or meeting.

E. Third Party Grievances

At any hearing held before the Board of Education concerning a grievance that is brought by a third party and that affects and is directed at any Administrator, the Association shall be entitled to be present at the entire proceeding and hearing (not including Board deliberation) and shall have the right to pose questions to the witnesses and to the Chairperson of the proceeding and hearing.

ARTICLE EIGHT

NEGOTIATIONS PROCEDURE

The parties agree to enter into collective negotiations, in good faith, in accordance with Chapter 123 - Public Laws 1974, as amended. Such negotiations shall begin not later than October 1 of the calendar year next preceding the calendar year in which this agreement expires.

During negotiations, the Board and Administrators Association shall present relevant data, exchange points of view, and make proposals and counterproposals. Copies of budget shall be made available by the Board when completed and either party shall respond to requests for items of public information.

Neither party in any negotiations shall exercise any control over, nor interfere with, selection of any negotiating representatives of the other party.

All meetings between the parties shall be regularly scheduled at a time mutually convenient. No such meetings shall be held during working hours of a regular school day. No compensation shall be paid by the Board to the Association or any of its representatives in connection with such negotiations.

Should a mutually acceptable amendment to this agreement be agreed upon, the same shall be reduced to writing and signed by the legally authorized representatives of the Board and of the Association.

ARTICLE NINE

GRIEVANCE PROCEDURE

A "grievance" is a claim by a member of the Association based upon the interpretation, application, or violation of this Agreement, Policies, or administrative decisions affecting a member or a group of members.

An "aggrieved person" is the person or persons making the claim.

The "parties of the grievance" are:

- The person or persons making the grievance

- The person or persons representing the aggrieved individual or individuals

- The person or persons to whom the grievance applies

- The person or persons who are representing the individual or individuals against whom the grievance is presented.

Purpose

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems, which may from time to time arise affecting members. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.

Procedure

A grievance to be considered must be initiated within thirty-five (35) calendar days of its occurrence or within thirty-five (35) calendar days after the individual should have reasonably known of its occurrence. Any grievance filed after the above prescribed interval shall be null and void.

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

Grievances which have not been resolved before the end of the school year should be resolved as quickly as possible, and time limits may therefore be reduced or waived by mutual consent

Level One - A member submitting a grievance shall first discuss it with the superintendent, either directly or through the Association's designated representative, with the objective of resolving the matter informally.

Level Two - If the aggrieved person or persons is not satisfied with the disposition of his/her grievance at Level One, or if no decision has been rendered within five (5) school days after presentation of the grievance, he/she may file the grievance in writing with the Chairman of the Association's Committee on Professional Rights and Responsibilities (hereinafter referred to as the PR&R Committee) within five (5) school days after the decision at Level One or ten (10) school days after the grievance was presented, whichever is sooner. Within five (5) school days after receiving the written grievance, the Chairman of the PR&R Committee shall refer it to the Superintendent of Schools.

Level Three - If the grievance has not been resolved at Level Two, or within ten (10) school days after such grievance was delivered to the Superintendent, the aggrieved person or persons may within five (5) school days thereafter request, in writing, that the Chairman of the PR&R Committee submit his grievance to the Board of Education. If the grievance is not settled at Level Three within twenty (20) school days thereafter, the matter may be referred by either party in the form of a written request to the Public Employment Relations Commission (hereinafter referred to as PERC). PERC shall submit a list of ten (10) names to the parties, and if agreement upon an arbitrator cannot be reached, a second list shall be obtained. If agreement is not reached on the second list, PERC shall appoint an arbitrator for the parties.

Binding Arbitration

On any dispute arising out of the specific language in the contract, the decision of the arbitrator shall be binding. On any type of disputes not involving the specific language within the contract, the arbitrator's decision shall be advisory in nature. Costs of the arbitration shall be borne equally by both parties.

Time limits at any level of procedure may be waived by mutual consent.

Miscellaneous

All meetings and hearings under this grievance procedure shall not be conducted in public and shall include only such parties in interest, including witnesses, if any, and their designated or selected representatives as herein above referred to. All parties to this agreement do hereby solemnly covenant and agree to observe any grievance procedure as confidential.

ARTICLE TEN

DUTIES

- (a) The members of the Association agree to perform their duties in accordance with this agreement, the Rules and Regulations of the Belleville Board and the State Board of Education, and the statutes pertinent thereto and in existence at the time of the signing of this contract.
- (b) School days for all 10 month Administrators shall be from September 1 through June 30, plus three (3) days of work performed during the summer. All Administrators will report two (2) consecutive days during the last week of August at the superintendent's discretion. The Friday before Labor Day weekend will not be an assigned workday. Ten-month administrators will work one (1) day during the summer at the administrator's discretion.
- (c) The school day for High School and Middle School Administrators shall be from 7:30 AM to 3:30 PM, except that there shall be one Administrator on duty in each building each day from 8 AM to 4 PM,
- (d) The school day for elementary Administrators shall be from 8 AM to 4 PM except that on Fridays the school day will be from 8 AM to 3:45 PM.
- (e) The school day for the Director of Student Services will be from 7:30 AM to 3:30 PM.
- (f) The school day for all other unit members will be from 8 AM to 4 PM.
- (g) The area of responsibility for all Directors shall be Kindergarten through twelfth Grade.

ARTICLE ELEVEN

SICK LEAVE

Sick leave is defined by the revised Statutes 18A:30-1, et seq., as follows: "Sick leave is hereby defined to mean the absence from his or her post or duty of any person because of personal disability due to illness or injury, or because he or she has been excluded from school by the school district's medical authorities on account of a contagious disease or of being quarantined for such a disease in his or her immediate household."

Allowance for Personal Illness

All current employees shall be grand fathered in their 1996-1997 category. Beginning July 1, 1997, the category shall read as follows:

Total Years of Service

1 day through 1 year

1 year and 1 day through 10 years

10 years and 1 day through 15 years

15 years and 1 day through 20 years

20 years and 1 day through 25 years

25 years and 1 day through 30 years

Days Allowed for Illness

1 day per month up to 10 days for ten month employees; 1 day a month up to 12 days for twelve month employees

10 full days for ten month employees; 12 full days for twelve month employees

15 full days

20 full days 25 full days

25 full days

30 full days

After ten years of service, sick leave in excess of the above shall be at the discretion of the Board.

Certificate for Personal Illness

Employees absent must file a statement certifying the medical cause for such absence. Where the period of absence is in excess of five days, a doctor's medical report must be filed.

Absence after Reporting for Duty

Any person who, because of personal illness, must leave his duties after reporting for duty will be paid for that day, and this day will not be charged to his/her sick leave.

Accumulated Sick Leave

Sick leave may be accumulated up to ten full days for ten-month employees and 12 full days per year for twelve-month employees in accordance with the provisions of State law governing accumulation of sick leave allowance for persons holding any full-time office position or employment in the school district. Such accumulated sick leave shall under no circumstances place a person under tenure after three years of administration. At the start of each year, members of the Association will receive a statement of accumulated sick leave.

Terminal Pay on the Basis of Sick Leave

Any employee with fifteen years or more of service may, upon termination of Employment, receive the following compensation.

Accumulated Sick Days	2005-06		2006-07	2007-08
	*7/1/05 – 12/31/05	1/1/06 – 6/30/06		
Days 1-100	\$ 150	\$ 80	\$ 80	\$ 80
Days 101-200	\$ 150	\$ 110	\$ 100	\$ 120
Days 201 plus	\$150	\$130	\$ 120	\$ 140

***Note: \$150 per sick day payout if employee files written resignation for reason of retirement by 12/31/05 for retirement to occur no later than 6/30/06.**

This benefit shall be paid only once for each employee.

ARTICLE TWELVE

EXCUSED ABSENCES

(a) Death in Family

The Board recognizes the employee's needs to grieve, to attend the funeral, and to handle necessary legal and financial transactions at such a time. The employee will therefore be excused from work for consecutive business days not to exceed the maximum number outlined below. In counting "business days," weekends and state and Federal holidays will not be counted against the total allowed. However, all other days including, but not limited to, vacations, school holidays and snow days will be counted toward the total allowance regardless of whether schools are open.

In case of death of the father, mother, spouse, child, grandchild, sibling, mother-in-law, or father-in-law of any employee, or of any other person who resides with the employee on a permanent basis (excluding roomers or boarders), five (5) days shall be allowed.

In case of death of the grandparent, daughter-in-law, son-in-law, sister-in-law, or brother-in-law of any employee, three days shall be allowed.

In case of death of an uncle, aunt, nephew, niece or cousin, one (1) day shall be allowed.

(b) Jury Duty

There shall be no salary deductions for an employee of the Board if that employee is absent due to service on a Grand or Petit Jury,

(c) Personal Reasons

If, for personal reasons, a day's absence is necessary, an Administrator may be excused from his duties upon notice to the immediate Supervisor and Superintendent, subject to operational needs and considerations. Notice should be submitted at least two days before the requested absence, unless an unanticipated emergency occurs, which precludes such notice.

A "personal reason" as herein defined as an emergency or the performance of a duty that cannot be done on out-of-school time. In all cases where an employee requests an excused absence for urgent personal reasons, a green slip must be filed with the immediate Supervisor for his approval and ultimate approval by the Superintendent.

For personal reasons that are considered by an Administrator to be of such a nature as to be extremely confidential, green slip may be marked, "personal reasons-confidential," and such green slip will be forwarded directly to the Superintendent for consideration.

Employees will be paid for a period not exceeding four (4) days for ten (10) month employees for excused absences during any school year, and five (5) days for twelve (12) month employees. Beginning in the school year 1985- 1986, unused personal leave days as defined in this Article shall be added to the unit member's accumulated sick leave for the ensuing school year. No career cap will be imposed on the number of accumulated personal bus mess days.

ARTICLE THIRTEEN

(A) CHILD-REARING LEAVE AND MATERNITY DISABILITY

Child-rearing

The Board of Education shall grant child-rearing leave, without pay, in accordance with the following procedure:

All initial applications for and applications for extensions or reductions of child-rearing leave shall be made in writing to the Superintendent.

Any Administrator intending to apply for childrearing leave shall advise the Superintendent of the fact of her pregnancy and/or of his/her prospective plans for taking child-rearing leave and the best estimate of when the child-rearing leave will commence and terminate. The Administrator shall request child-rearing leave of the Superintendent of Schools in writing at least sixty (60) days prior to the date the leave is to commence.

The request for child-rearing leave shall specify the date when the Administrator wishes the leave to commence and terminate.

Child-rearing leave shall be granted for a period of up to the end of the academic school year in which the child-rearing leave commenced and an additional school year shall be granted upon request of an Administrator under tenure or who has received a tenure-year contract for such Administrator. An Administrator on childrearing leave shall notify the Board, in writing, of the intention to return to the district by March 1 of the school year preceding the school year in which the Administrator wishes to return to the district or sixty (60) days prior to said intended return date, whichever is sooner.

5. An Administrator returning on the first day of the school year in September from child-rearing leave shall be placed in her/his previously held position, if available and administratively feasible.
6. Any Administrator who has applied for and received child-rearing leave may reapply for permission to return to employment during any academic school year for which such leave was granted, and such leave may thereupon be terminated by the Board, at its sole discretion.
7. No Administrator on child-rearing leave shall, on the basis of said leave, be denied the opportunity to substitute in the school district in the area of his/her certification or competence.

Time spent on child-rearing leave of absence shall not count toward salary guide placement experience, seniority, sick leave accumulation, etc.

Anyone who accepts child-rearing leave after January 31 in any given year is given credit on the salary guide for a full year upon returning to the district.

8. An Administrator receiving child-rearing leave shall not accept full time employment in the administrative field or undertake full time graduate study during all or part of the period of the child-rearing leave. This provision shall cease to be operative at such time as the Administrator shall have been denied her/his request under Paragraph 6 to return to employment.

9. Adoption - Any Administrator adopting a child of pre-school age shall receive a leave similar to childrearing leave, which shall commence upon receiving de facto custody of said child, or earlier if necessary, to fulfill the requirements for the adoption.

10. The Board is not required to continue employment of a non-tenure pregnant Administrator beyond the year in which the leave is taken. The child-rearing leave period shall not be counted for tenure purposes, however, the period before and after the maternity shall count toward tenure.

Maternity Disability

1. The Board shall grant sick leave for the period of actual disability associated with pregnancy and birth to pregnant Administrators on the same terms and conditions governing leave of absences for illness or medical disability,

The pregnant Administrator will be entitled to her annual and accumulated sick leave, with pay, during the period of absence due to her actual disability.

2. Any pregnant Administrator who does not elect to take a child-rearing leave may continue to perform her duties as long as physically able to do so and will be entitled to return to her duties when she is physically able.

3. The Board may require any Administrator, during her pregnancy to produce a certificate from her physician stating that she may continue working effectively at the duty to which an Administrator has been assigned.

In the event of any question as to the condition of the pregnant Administrator, a conference shall be arranged between the Board's physician and the attending physician.

No Administrator shall be required to leave work because of pregnancy at any specific time prior to expected childbirth nor be prevented from returning to work after childbirth solely on the ground that there has not been a time lapse of specific duration between childbirth and the desired date of return.

Nothing stated herein is intended to restrict the right of the Board to discipline any pregnant Administrator for any cause not related solely to pregnancy.

4. The Board has the right to remove any pregnant Administrator from her daily duties on any one of the following criteria:

- a. Her administrative performance substantially declines from the period preceding pregnancy.
- b. Her physical condition or capacity renders her incapable of performing her assigned duties which shall be deemed to exist, if (i) the pregnant Administrator fails to produce a physician's certificate that she is medically able to continue working; or (ii) the Board's physician concludes she is unable to continue in the role of an Administrator.

(B) ADVANCED STUDY

1. The Board feels that, in certain cases, benefits will accrue to the school system if Administrators are granted a one year's leave of absence, without pay, for advanced study. The Administrator must have acquired tenure in the Belleville District as a prerequisite.

Request(s) shall be submitted in writing to the Office of the Superintendent at least one (1) contractual year prior to its commencement.

2. The Board will therefore give consideration to such application after they have been revised and recommended by the Superintendent.

3. The advanced study activities must be directly related to Administration, Supervision or for an advanced degree program.
4. The said Administrator(s) shall remain in the system at least five (5) years after his/her return, if this be the desire of the Board of Education.
5. The denial of the request for such leave by the Board shall not be arbitral nor actionable at law.
6. The Board of Education will set aside \$2000.00 each year to help defray the tuition cost incurred by Administrators when they take graduate courses approved by the Superintendent of Schools.

As of 2002-2003 the Advanced Study benefit will no longer be available. Unexpended monies will be returned to the Board of Education.

(C) OTHER LEAVES

Leave with/without pay may be granted for good cause and for exceptional reasons upon recommendation of the Superintendent and approval of the Board of Education,

Request(s) Shall be submitted, in writing, to the Office of the Superintendent. The denial of such leave by the Board shall not be arbitral nor actionable at law. However, the denial of same shall be reduced to writing with explanation for the reason of said denial.

ARTICLE FOURTEEN

INSURANCE COVERAGE

Health benefits will be modified in accordance with the health plan as negotiated with the BEA for the 05-08 successor agreement.

The Board shall provide health care insurance protection designated below. The Board shall pay the full premium for each employee enrolled under such plans unless otherwise noted.

Medical

The Board shall provide employees hired prior to July 1, 1997 with a "point of service" program through Aetna/US HealthCare Premier QPOS with benefits equal to, or better than, those provided by US Health Care QPOS as of December 2002, except for the deductibles and co-pays as found in the attachment, effective March 1, 2003.

Employees hired after July 1, 1997, shall be entitled to a Board-paid HMO in the appropriate dependent category. Coverage shall be equal to, or better than, that provided by Aetna/US Healthcare HMO as of December 2002, except for deductibles and co-pays as found in appendix 14, effective March 1, 2003. Such employees, who wish to covered under the traditional, point of service plan, shall pay the difference in premium costs.

All employees shall be eligible for an "Opt Out Plan" in lieu of medical insurance. There shall be a cash payment of \$2000 – Family or \$1600 –Husband/Wife given to each employee, each year, that they "opt out" of the medical plan. This is entirely optional. For married employees in the same bargaining unit, "opt out" shall be mandatory.

The employee must give the Board thirty (30) days written notice for participation in or withdrawal from this plan. In said instances, payment of the cash benefit (\$2000 or \$1600) shall be prorated.

The Board shall be responsible for maintaining a Section 125 Plan.

The Board shall make payment of insurance premiums for said health care insurance protection for each person in its employ who enrolls for the twelve-month period commencing September 1, and ending August 31, of the contract year.

All coverage shall end 30 days after termination of employment and the obligations of the Board there under shall at such time come to an end. However, as to retired employees, the Board may service this coverage, if necessary, until the State Teacher's Pension and Annuity Fund assumes the obligation for payment of premium.

New persons, employed prior to August 20th beginning employment on September 1 who elect to enroll are given coverage effective September 1. Persons coming into employment after August 20th are required to wait two months before coverage becomes effective.

Dental

The Board shall provide full family dental insurance for all employees through Delta Dental Plan of New Jersey.

Prescription

Effective March 1, 2003 the co-pay for prescription insurance shall be \$20.00 for brand-name drugs and \$5.00 for generic drugs. Benefit levels shall remain equal to or better than existing plans if and when the Board changes carriers.

Prior to executing any change in the carrier(s), the Board designee shall discuss with the Association Representative, in good faith, the proposed changes. The Board will provide all relevant data concerning the new program. If requested by the Association, the Board shall arrange for consultation between the insurance carrier and the appropriate Association representative prior to executing any contemplated change. If the Association is proposing a change to the Board, the Association shall provide the Board relevant data from which the Board can evaluate and decide if a change is appropriate.

Retirees of the Belleville School District may at their option, upon payment to the Board for the premium cost, remain included in the group health coverage only.

Physical Examinations

The Board will pay 20%, or a maximum of \$60.00, for physical examinations undertaken by individual Administrators, per the following plan:

Every other year during employment, and during the year immediately preceding retirement.

The Board shall make payment of insurance premiums for said health-care insurance protection for each person in its employ who enrolls for the full twelve-month period commencing September 1 and ending August 31 of the contract year. All coverage shall end thirty (30) days after termination of employment, and the obligation of the Board there under shall at such time come to an end. However, as to retired employees, the Board may service this coverage, if necessary, until the State Teachers Pensions and Annuity Fund assumes the obligation for payment of premium.

Opt Out

All employees shall be eligible for an opt out plan. In lieu of medical insurance, there shall be a cash payment of \$1,000 given to the employee each year the "opt out" of the medical plan. This is entirely optional.

ARTICLE FIFTEEN

(A) SELECTION AND REASSIGNMENT OF PERSONNEL

The Board recognizes that Association members have a valid interest in the personnel selected and assigned to work under their supervision.

The Board agrees that in the processing of candidates for positions or the reassignment of personnel to work under said Principals, Supervisors and Directors, such candidates will be interviewed by said persons, who will consider all transcriptions, applications and recommendations on each candidate which is made available to them by the Superintendent or his agent, and will then make recommendations in writing to the Superintendent for consideration by the Board. The final decisions shall rest with the Board of Education.

(B) PROMOTION POLICY

Whenever an Administrator applies for a promotion, he/she shall be granted the courtesy of an interview by the appropriate Administrator or Administrators involved. All qualified Administrators will be given adequate opportunity to make application for such positions and no positions shall be filled until all properly submitted applications have been considered. Each Administrator application not selected will receive a written notice of disposition from the Superintendent with reason(s) why applicant was not recommended.

ARTICLE SIXTEEN

TRANSFERS

Voluntary transfer requests, when in the best interest of the school system, will be favorably considered.

Notice of involuntary transfer or reassignment shall be given to a member as soon as practical, and except in cases of emergency, not later than, 60 days before the date of transfer.

ARTICLE SEVENTEEN

MEMBER EVALUATION

Non-tenured members are to receive at least three (3) written performance evaluations each school year by the appropriate administrator, and they will sign and receive a copy of the original evaluation. Tenured members are to receive at least one evaluation each school year, signing and receiving a copy thereof.

All evaluations will be discussed by the Superintendent of Schools or Assistant Superintendent of Schools, with the member being evaluated, and the member shall have the right to comment in- writing on the evaluation or discussion thereof.

The salary program is designed to reward an Administrator for performing effectively in his administrative and other professional assignments. While each Administrator is expected to meet this requirement, an increase in pay is not granted automatically. It is dependent upon a favorable performance report from the Superintendent of Schools, and the Board of Education's approval.

ARTICLE EIGHTEEN

SCHOOL CALENDAR

A school calendar shall be prepared and presented to the Association by the Superintendent. A committee of the Association will have the opportunity to meet with the Superintendent to discuss the proposed calendar and to submit alternate proposals to the Board of Education if it does not concur. The Superintendent shall make a recommendation to the Board, and the Board shall make the final decision.

The school calendar shall be issued as an appendix to this contract. The Board, however, reserves the right to make changes in the calendar, if necessary, after consultation with the Association.

Twelve (12) Month Administrators:

1. Summer hours: 8 a.m. to 3:30 p.m. commencing the day following the dismissal of the instructional staff
2. Will observe the same Christmas week calendar followed by the 10-Month Administrators
3. Will be granted 1 additional day (Tuesday after Presidents Day" during the February Recess

ARTICLE NINETEEN

TWELVE MONTH ADMINISTRATORS VACATION POLICY

The Board agrees to continue the vacation policy of twelve-month Association members as set forth in the Board's Rules and Regulations as follows:

Less than one year's service on or before July 1 of each year, one day vacation with pay for each month full service.

For one year of Service through five (5) years of service, three (3) weeks vacation pay.

After five (5) years of service, and up to fifteen (15) years of service, four (4) weeks vacation with pay.

After fifteen (15) years of service, five (5) weeks vacation with pay.

Vacation periods for Administrators in the Instructional Department must first be approved by the Superintendent of Schools.

Should a directive from Central Office render it impossible for a twelve-month administrator to realize his allotted vacation time, he will receive a per diem contractual rate for the unused time. Separate and apart from the language of the last cited paragraph, a Twelve Month Administrator may opt to have a maximum of three unused vacation days per year credited to his accumulated sick day account.

ARTICLE TWENTY

EMPLOYMENT DURING VACATION PERIODS

If any unit employee performs professional services during the Summer vacation or a vacation period (provided said employee is not normally scheduled to work), said employee shall receive compensation of 1/200 (10 month) or 1/220th (12 month) of his/her regular salary.

ARTICLE TWENTY-ONE

CONVENTIONS

Association members (one from the elementary level, and one from the secondary level) attend professional development workshops or conventions throughout the year. Attendance at any work - shop or convention shall be subject to the recommendations of the Superintendent and to the approval of the Board of Education and its budgetary limitations. Each eligible participant will be allocated \$1000 for expenses at professional workshops or national/state conventions. Administrators will not be eligible to attend conventions during the year prior to retirement.

The Association and the Superintendent shall devise the plan to be followed. (See Appendix A)

ARTICLE TWENTY-TWO

USE OF AUTOMOBILE

All members of the Association who may be required to use their own automobiles in the performance of their duties shall be reimbursed at the current IRS rate.

ARTICLE TWENTY-THREE

REPRESENTATION FEE

A. Purpose of Fee

If an Administrator does not become a member of the Association during any membership year (i.e., from September 1 to the following August 31), which is covered in whole or in part by this Agreement, said Administrator will be required to pay a representation fee to the Association for that membership year. The purpose of this fee will be to offset the Administrator's per capita cost of services rendered by the Association as majority representative. This fee shall not be used for any payment to any State or National Association, nor for any political purposes.

B. Amount of Fee/Notification

Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues, initiation fees and assessments charged by the Association to its own members for that membership year. The representation fee to be paid by non-members will be equal to 85 % of that amount.

As of 2003-2004, the Board will no longer assume the cost of NJPSA dues for new members.

C. Deduction and Transmission of Fee

Once during each membership year covered in whole or in part by this Agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the then current membership year. The Board deduct from the salaries of such employees, in accordance with Paragraph 1 below, the full amount so deducted to the Association.

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question.

1. Mechanics

Except as otherwise provided in this Article, the mechanics for the deduction of the representation fees and transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

2. Changes

The Association will notify the Board, in writing, of any changes in the list provided for in paragraph 3 above.

D. Indemnifications and Save Harmless Provision Liability

The Association agrees to indemnify and hold the Board harmless against any liability that may arise by reason of any action taken "by the Board in complying with the provisions of this Article, provided that:

- (a) The Board gives the Association timely notice in writing of any claim, demand, suit or other form of liability in regard to which it will seek to implement this paragraph; and
- (b) If the Association so requests in writing, the Board will surrender it to full responsibility for the defense of such claim, demand, suit or other form of liability and will cooperate fully with the Association in gathering evidence, securing witnesses, and in all other aspects of said defense.

E. Membership Availability and Demand and Return System

Membership in the Association is available, to all employees on an equal basis, and the Association has established and maintains a demand and return System which complies with the requirements in Sections 2(c) and 3 of the Act.

ARTICLE TWENTY-FOUR

SALARY

For each year of this agreement, an administrator possessing a doctorate degree will receive **two thousand dollars** (\$2000) over the structured salary guide.

As of 2003-2004, the Board will no longer assume the cost of PSA dues for new members

This agreement will be of a three-year duration - July 1, 2005 through June 30, 2008. Administrative salaries for this period of time will be advanced as indicated in the attached salary guide.

4% 2005-2006 4% 2006-2007 4% 2007-2008

Guide	HSP	MSP	ESP	VP-12	VP-10	DIR-SP	DIR-SS
Step 1	\$106,839	\$ 98,664	\$ 92,122	\$ 97,029	\$ 85,581	\$ 99,798	\$ 97,998
Step 2	\$114,024	\$106,839	\$ 97,029	\$101,932	\$ 90,485	\$108,550	\$106,010
Step 3	\$122,123	\$115,020	\$103,218	\$104,840	\$ 96,205	\$113,455	\$111,655
Step 4	\$131,378	\$122,805	\$110,778	\$116,098	\$101,111	\$121,407	\$119,607

Guide	HSP	MSP	ESP	VP-12	VP-10	DIR-SP	DIR-SS
Step 1	\$111,113	\$102,610	\$ 95,807	\$100,910	\$ 89,004	\$103,718	\$101,918
Step 2	\$118,584	\$111,113	\$100,910	\$106,010	\$ 94,105	\$112,820	\$111,020
Step 3	\$127,008	\$119,621	\$107,347	\$109,034	\$100,053	\$117,922	\$116,122
Step 4	\$136,633	\$127,717	\$115,209	\$120,742	\$105,155	\$126,192	\$124,392

Guide	HSP	MSP	ESP	VP-12	VP-10	DIR-SP	DIR-SS
Step 1	\$115,557	\$106,715	\$ 99,639	\$104,946	\$ 92,564	\$107,795	\$105,995
Step 2	\$123,328	\$115,557	\$104,946	\$110,250	\$ 97,869	\$117,261	\$115,461
Step 3	\$132,088	\$124,405	\$111,641	\$113,395	\$104,056	\$122,567	\$120,767
Step 4	\$142,098	\$132,826	\$119,817	\$125,572	\$109,362	\$131,167	\$129,367

Longevity

Years	2005-06	2006-07	2007-08
15 years plus 1 day	\$6,000	\$6,300	\$6,600
20 years plus 1 day	\$7,700	\$8,000	\$8,300
25 years plus 1 day	\$8,100	\$8,400	\$8,700
30 years plus 1 day	\$8,600	\$8,900	\$9,200
34 years plus 1 day	\$9,100	\$9,400	\$9,700

ARTICLE TWENTY-FIVE

REPRODUCTION AND DISTRIBUTION OF AGREEMENT

Copies of this Agreement shall be printed in the following quantity:

Twenty-five (25) copies distributed to the "Association" and twenty- five (25) copies distributed to the Board.

The printing format of the Agreement shall be mutually agreed upon and the expense for printing shall be shared equally by the Association and the Board.

This Agreement shall be printed and distributed to the Association and the Board sixty (60) calendar days after ratification by both parties.

The Association and the Board shall each appoint one (1) representative who shall be responsible for details of the printing procedure

ARTICLE TWENTY- SIX

ELEMENTARY LUNCH HOUR

The Board will advertise for voluntary teacher coverage commencing with the 1991-92 school year. The expenses for the program will be borne by the Board.

The Board will require the contracted food service to supply able bodied aides who are capable of fulfilling the responsibility of supervising students.

ARTICLE TWENTY-SEVEN

NEW PRINCIPALS

During the summer of the first year of employment, new principals will be required to attend the Principals' Center for Educational Leadership. All expenses incurred through attendance at the Center will be the responsibility of the Board. The administrator will not be compensated monetarily for time spent at the Center

Article 28 – Term of the Contract

This Agreement shall become effective on the first day of July 2005 and shall remain in full force and effect for a period of three (3) years, and shall expire on the 30th day of June 2008.

EMPLOYEE MEDICAL PLAN ATTACHMENT:

<u>Benefit</u>	<u>Patriot</u> <u>X</u>	<u>Patriot V</u>
FINANCIAL		
Deductible/Coinsurance		NA
Coinsurance Coinsurance	NA NA	NA
Limit Lifetime Maximum	NA NA	NA
		NA
PRIMARY CARE		
PHYSICIAN VISITS	\$15 copay	\$5 copay
Office Hours	\$15 copay	No copay
After Hours/Home Visits	\$15 copay	No copay
SPECIALTY CARE		
Office Visits	No copay	No copay
Diagnostic Outpatient		
Testing	No copay	No copay
Phys, Occ, Speech Therapy		
SPU SURGERY	No copay	No copay
SKILLED NURSING FACILITY	100%	No copay
HOSPITALIZA TION	\$15 copay No	No copay
HOME CARE	copay	No copay
MATERNITY		
First OB Visit Hospital	No copay, 35 days	No copay, 35
	\$25 copay/V, 20 visits	days \$5
MENTAL HEALTH		
Inpatient Outpatient		

\$10 copay \$15
copay \$5 copay
\$10 copay

**SUBSTANCE AB
USE**

Detoxification

Inpatient Rehab.

Outpatient Rehab.

No copay

No copay, 30
days\$15 copay/V, 60
visits

No copay

No copay, 30
daysNo copay, 60
visits**PREVENTATIVE CARE**Routine Eye Exam (per
benefit schedule) Routine

Physicals Immunizations

Routine Mammography

Routine GYN Exam

Pediatric Preventative

Dental Exam

\$15

copay

\$10

copay

\$10

copay

\$15

copay

\$15

copay

\$15

copay

\$5

copay

\$5

copay

\$5

copay

No

copay

\$5

copay

\$5

copay

y

**CHIROPRACTIC
CARE**\$15 copay 20
visits\$5 copay per
visit**OUT-OF-NETWORK****Benefit**
Patriot
X**Patri**
ot V**FINANCIAL**

Deductible/Coinsurance

Coinsurance Coinsurance

Limit Lifetime Maximum

\$100/\$2

00 80%

\$400/\$

1,200

Unlimit

ed

\$1,000/\$3,0

00 70%

\$10,000/\$30

,000

\$500,000

**PRIMARY CASE
PHYSICIAN VISITS**

Office Hours

After
Hours/Home
Visits

80% after

deductible 80% after
deductible

70% after
deductible 70%
after deductible

SPECIALTY CARE

Office Visits

80% after

70% after

Diagnostic Outpatient

deductible 100%

deductible 70%

Testing

after deductible

Phys, Occ, Speech Therapy 100%

70% after

SPU SURGERY

10

deductible 70%

SKILLED NURSING FACILITY 100%

after deductible

HOSPITALIZATION

100%

70% after

HOME CARE

100%

deductible 70%

after deductible

70% after

deductible

MATERNITY

First OB Visit Hospital deductible

80% after deductible

70% after

MENTAL HEALTH

Inpatient deductible

0-30 days 100%

70% after

31-90 days 80% after deductible

30 days

Outpatient deductible

80% after deductible

70% after

SUBSTANCE AB USE

Detoxification deductible

100% 7 days

70% after

Inpatient Rehab. deductible

100% 30 days

7 days

70% after

Outpatient Rehab. deductible

80% after deductible

30 days

70% after

30 visits

30 visits

PREVENTATIVE CARE

Routine Eye Exam (per benefit schedule)

Not Covered

Not covered

Routine Physicals Guidelines

100% State Guidelines

70% State

Immunizations Guidelines

100% State Guidelines

70% State

Routine Mammography Guidelines

100% State Guidelines

70% State

Routine GYN Exam

100% of UCR up to \$150

Not Covered

Pediatric Preventative

Not Covered

Not Covered

Dental Exam

CHIROPRACTIC CARE
deductible

80% after deductible

70% after

\$1,000 per year

max

IN WITNESS WHEREOF, THE BOARD OF EDUCATION OF THE TOWNSHIP OF BELLEVILLE AND THE ASSOCIATION OF BELLEVILLE SCHOOL ADMINISTRATORS HAVE CAUSED THESE PRESENTS TO BE SIGNED BY THEIR DULY AUTHORIZED OFFICERS AND HAVE CAUSED THEIR REPRESENTATIVE CORPORATE SEALS TO BE AFFIXED, ON THIS FIRST DAY OF JULY 2002.

THE BOARD OF EDUCATION OF THE TOWNSHIP OF BELLEVILLE

BY

BY

THE ASSOCIATION OF BELLEVILLE SCHOOL ADMINISTRATORS

BY

ADDENDUM "A"

MEMO TO: DR. JOSEPH CICCONE, SUPERINTENDENT OF SCHOOLS

FROM:

RE: COMPLIANCE WITH ARTICLE 8-ITEM B – SUMMER HOURS

THE SCHEDULE SUBMITTED BELOW INDICATES THE MANNER IN WHICH I HAVE COMPLETED TEN HOURS OF SUMMER WORK-

DATES

HOURS

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

DEFINITIONS

The normal AETNA QPOS program customized for NJ school districts can be defined as follows:

State Plan Traditional Coverage = Patriot X (In-Network \$10 copay)/(Out-of-Network Traditional Plan match)

NJ Plus Point of Service Program = Patriot V (In Network \$5 copay)/(Out-of-Network 70%)

The Belleville Board of Education Program has been further customized to be:

State Plan Traditional Coverage = Premier QPOS (In-Network \$2 copay/Out-of-Network Traditional Plan match)

HMO/Point of Service Coverage = Premier QPOS (In-Network \$2 copay/Out-of-Network 70%)

BENEFIT DIFFERENCES BETWEEN THE PATRIOT X/PATRIOT V AND THE BELLEVILLE PREMIER PROGRAMS

<u>Benefit</u>	<u>Premier In-Network</u>	<u>Patriot X In-Network</u>
Office Visit Copay	\$2	\$10
Specialist Copay	\$0	\$15
Emergency Room Copay	\$15	\$50
Mental Health Inpatient	No copay 35 days	No copay 35 days
Mental Health Outpatient	\$10 copay 30 visits	\$25 copay 20 visits

Premier Out-of-Network

Differences to the HMONJ Plus type program are as follows:

<u>Benefit</u>	<u>Patriot V In-Network</u>	<u>Patriot V In-Network</u>
Office Visit Copay	\$2	\$5
Specialist Copay	\$0	\$5
Emergency Room Copay	\$15	\$35
Mental Health Inpatient	No copay 35 days	No copay 35 days
Mental Health Outpatient	No copay 1-2 visits	\$5 copay 30 visits
	\$10 copay 3-10 visits	
	\$25 copay 11-20 visits	

There would be no Out-of-Network benefit differences between the current Premier Plan and the Patriot V Plan.

Submitted August 21, 2002
LDP Consulting Group, Inc.